

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
UNIT 30400, BOX 1000
APO AE 09128

STAFF MEMORANDUM
NUMBER 15-1

24 November 1997

PUBLIC AFFAIRS

HQ USEUCOM PUBLIC ACCESS WORLD WIDE WEB INFORMATION SERVICE

1. **Summary.** To provide policy governing content and maintenance of the Headquarters, United States European Command (HQ USEUCOM) public access World Wide Web (WWW) information service.

2. **Applicability.**

a. This policy applies to all personnel assigned to HQ USEUCOM.

b. This policy applies only to HQ USEUCOM WWW information services which are unclassified and freely accessible to the public. Classified and limited access WWW services are not covered by this Staff Memorandum.

3. **Internal Controls.** This Staff Memorandum contains internal control provisions and is subject to the requirements of the internal management control program. The applicable internal control directive is ED 50-8, Internal Management Control Program.

4. **Suggested Improvements.** ECPA is responsible for this publication. If you have suggestions for improvement, or if you find errors, please contact:

HQ USEUCOM, ECPA
Unit 30400 Box 1000
APO AE 09128
DSN: 430-8434/8587
E-mail: ecpaweb@hq.eucom.mil

5. **References.**

a. Department of Defense (DoD) policy memorandum, Establishing and Maintaining a Publicly Accessible Department of Defense Web Information Service, 18 July 1997.

b. HQ USEUCOM Staff Memorandum 100-3, Authorized Use of Government Computer Networks.

c. Deputy Secretary of Defense Policy Memorandum, Government Information Locator Service (GILS), 2 September 1995

24 November 1997

d. Office of Management and Budget (OMB) Bulletin 95-01, Establishment of Government Information Locator Service, 7 December 1994

e. DoD Directive 5230.9, Clearance of DoD Information for Public Release, April 9, 1996

f. DoD Directive 5400.7-R, DoD Freedom of Information Act Program, May 22, 1997, ASD(PA)

g. DoD Directive 5500.7-R, Joint Ethics Regulation (JER), August 30, 1993

h. DoD Directive 8910.1-M, DoD Procedures for Management of Information Requirements, June 11, 1993, ASD(C3I)

i. DoD Instruction 5230.29, Security and Policy Review of DoD Information for Public Release, May 6, 1996, ASD(PA)

j. DoD Directive 5240.1, DoD Intelligence Activities, April 25, 1988, ASD(C3I)

k. Public Law, The Computer Security Act of 1987.

6. **Background.** The Internet, in particular the WWW, offers an unprecedented opportunity for HQ USEUCOM to communicate messages and information to the global Internet community. With this opportunity also comes new challenges. This staff memorandum outlines HQ USEUCOM policy for providing information to the public via the public access WWW information service.

7. **Policy.**

a. Mission/purpose of the HQ USEUCOM public access WWW information service:

"To support the overall Headquarters United States European Command mission through the dissemination of publicly releasable information, for which Headquarters United States European Command is directly responsible, materially satisfying the information needs or mission objectives of one or more target audiences, while taking into account operational security, privacy considerations, and force protection."

b. Posting information to the WWW is equivalent to making a public release. All information must be properly cleared for public release, with Directors and Special Staff are responsible for information within their purview. ECPA will be consulted before new categories of information are posted.

c. Target audiences of the HQ USEUCOM public access WWW information service:

- (1) U.S. and international media;
- (2) U.S. and international institutions, organizations, and individuals;
- (3) HQ USEUCOM family members;
- (4) Personnel with orders to report to HQ USEUCOM;
- (5) Reservists with mobilization assignments at HQ USEUCOM;
- (6) Other military commands and individuals;
- (7) HQ USEUCOM staff.

d. If the primary target audience of an information product is the HQ USEUCOM staff, another DoD organization, or a small subset of a larger audience, then the preferred means of dissemination is the HQ USEUCOM Secret Local Area Network (SLAN), the Secret Internet Protocol Network (SIPRNET), unclassified e-mail, or other means as practicable and/or appropriate.

e. Per DoD regulations, no information which is withholdable from the public pursuant to statute, or intended for restricted access or limited distribution, may be placed on a publicly accessible web information service. Nor should a public site have links to such information. This prohibition includes information that is CLASSIFIED, UNCLASSIFIED but SENSITIVE, FOR OFFICIAL USE ONLY (FOUO), and privacy protected. Information cleared for public release under the Freedom of Information Act may be posted on publicly accessible web information services.

f. The HQ USEUCOM public access WWW information service will be the only publicly accessible WWW service operated by HQ USEUCOM. Under no circumstances will personal web server software, or a HQ USEUCOM-assigned IP address, be used to operate a separate, publicly accessible WWW service, without the express written approval of the Chief of Staff (ECCS) and the Command, Control and Communications Systems Directorate (ECJ6).

g. Posting of information to the public access WWW information service shall be accomplished only by those personnel designated in writing by their Director.

h. The HQ USEUCOM public access WWW information service will present a neat and professional appearance, with a consistent design and user interface. New pages, and format or style changes to existing pages, will be staffed through the Public Affairs Directorate (ECPA) prior to posting.

24 November 1997

i. Information posted on the public access WWW information service will be timely and accurate. Pages will be reviewed frequently and edited or deleted as necessary. Inaccurate information will be corrected promptly or deleted. Obsolete information will be deleted or moved and retained for historical purposes, as appropriate.

8. **Consent to Monitoring.** Your use of government computer networks and systems is subject to monitoring. Activity on computer networks, government or otherwise, is not anonymous and does not provide any expectation of privacy.

9. **Policy Violations.** This Staff Memorandum is directive in nature. Failure to comply with provisions of the Joint Ethics Regulation, as incorporated in this Staff Memorandum, may result in revocation of computer system accounts, loss of access to all HQ USEUCOM automated information systems, and could lead to punishment under the Uniform Code of Military Justice, termination of employment, and/or criminal prosecution.

10. **Responsibilities.**

a. The Public Affairs Directorate (ECPA) and the Command, Control and Communications Systems Directorate (ECJ6) will jointly manage and operate the HQ USEUCOM public access WWW information service in accordance with applicable DoD policy and this staff memorandum. Directors and Special Staff will contribute information to, and participate in, the development of the WWW service.

b. ECPA shall:

(1) Perform necessary coordination with HQ USEUCOM directorates and staff offices to ensure the credibility and public releasability of posted on the public access WWW information service.

(2) Act as the final approval authority for format and presentation of information posted on the public access WWW information service.

(3) Ensure compliance with content aspects of the reference and other pertinent DoD instructions and directives.

(4) Register the HQ USEUCOM public access WWW information service with the Government Information Locator Service (GILS).

(5) Draft and maintain privacy, security and exit notices as required by the reference.

(6) Develop, publish and maintain guidelines and standards for public access WWW information service content, design, and review procedures.

24 November 1997

SM 15-1

(7) Chair regularly-scheduled meetings to discuss current status and future development of the public access WWW information service. These meetings will include, at a minimum, representatives from those directorates which actively contribute material and/or edit pages on the public access WWW information service.

(8) Investigate and/or research any reports of information posted which, for any reason, appears to be inappropriate for a publicly accessible WWW information service.

(9) Advise and assist Directors and Special Staff in the use of the public access WWW information service as a means to communicate to the public.

c. ECJ6 shall:

(1) Have overall responsibility for hardware, software, network connections, system security, and system integrity of the public access WWW information service.

(2) Provide technical support consistent with existing communication responsibilities.

(3) Ensure compliance with technical aspects of the reference and other pertinent DoD instructions and directives.

(4) Develop, publish and maintain guidelines and standards for public access WWW information service technical aspects and system security.

(5) Investigate and/or research any reports of information which, for any reason, appears to be classified, sensitive, or for official use only on the public access WWW information service.

d. Directors and Special Staff shall:

(1) Designate (in writing) those personnel who shall be given access to upload or modify files on the web server in accordance with this Staff Memorandum.

(2) Ensure that information within their purview, which is posted to the public access WWW information service, is accurate, timely and appropriate for public release. This includes a method for regular review to ensure posted information continues to be appropriate, applicable and accurate.

(3) Submit for ECPA review any new pages and significant changes to style or content of previously posted pages.

SM 15-1

24 November 1997

(4) Comply with content guidelines provided by ECPA and technical guidelines provided by ECJ6.

FOR THE COMMANDER IN CHIEF:

OFFICIAL:

DAVID L. BENTON III
Lieutenant General, USA
Chief of Staff

SUSAN M. MEYER
LTC, USA
Adjutant General

DISTRIBUTION
P